

Useful Books

Résumé Magic:
Trade Secrets of a Professional
Résumé Writer
By Susan Britton Whitcomb
650.142 Whi

Sell Yourself in Any Interview:
Use Proven Sales Techniques to
Land Your Dream Job
By Oscar Adler
650.144 Adl

No-Nonsense Job Interviews:
How to Impress Prospective
Employers and Ace Any Interview
By Arnold G. Boldt
650.144 Bol

Resumes for
Dummies
By Joyce Lain Kennedy
650.15 Ken

Job Interviews For Dummies
By Joyce Lain Kennedy
650.144 Ken

Occupational Outlook Handbook
U.S. Department of Labor
REF 331 Occ 2008-09
www.bls.gov/oco/home.htm



How can we help you?

The Marlborough Public Library provides a variety of resources to support you in your job search. Come check us out!

- public-access computers
- wireless Internet access
- books on a wide range of related topics
- reference librarians to help you find the most useful resources
- access to resources available throughout the C/W Mars Library Network
- copy machine

Marlborough Public Library

35 West Main Street
Marlborough, MA 01752
Phone: 508-624-6900
Fax: 508-485-1494
Website: www.marlboroughpubliclibrary.org

Job Search Resources



Marlborough Public Library

Job Resources

Job openings are advertised through many different resources, including the general job listings that you can find in newspapers and on the Internet.



Local papers:
The Boston Globe
www.boston.com

The Metrowest Daily News
www.metrowestdailynews.com

The Marlborough Enterprise
www.marlbroughenterprise.com

You can find newspapers from around the country online by searching
www.newsvoyager.com

Useful online job banks include:

www.monster.com

www.craigslist.org

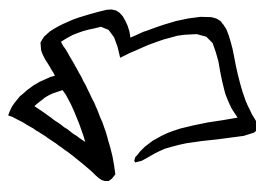
www.indeed.com

www.careerbuilder.com

Professional Associations

Professional associations can help you focus your search by listing job openings in your area of expertise, as well as by providing networking opportunities through events and classes.

If you don't know which associations are appropriate for you, check out www.weddles.com/associations - this website offers an Association Directory organized by professional category.



Government Resource Pages

Local, state and federal government websites provide links to a wide range of employment support materials.

U.S. Department of Labor
www.dol.gov/dol/audience/aud-unemployed.htm

This site links to services DOL offers to job seekers/unemployed

Massachusetts State Resources

Labor and Workforce Development
www.mass.gov/eolwd

Massachusetts One-Stop Career Centers
www.mass.gov/careercenters

Massachusetts Career Information System
masscis.intocareers.org/

Marlborough City Resources

www.marlbrough-ma.gov/Res/employment/index

Local Classes

Are you looking to improve your computer skills? Would you like to learn about other careers, networking, or other business related skills? These local schools/organizations provide a variety of day and evening classes that will help you get the information you need.

Assabet After Dark: Continuing Education
www.assabetafterdark.com/

Keefe Tech: Continuing Education
www.ktconed.org/

Employment and Training Resources
www.etrcc.com/

Government Job Websites

Federal
www.usajobs.gov

Massachusetts
www.mass.gov/jobs

This site covers state, federal and private sector jobs, and provides job training and career planning resources.

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